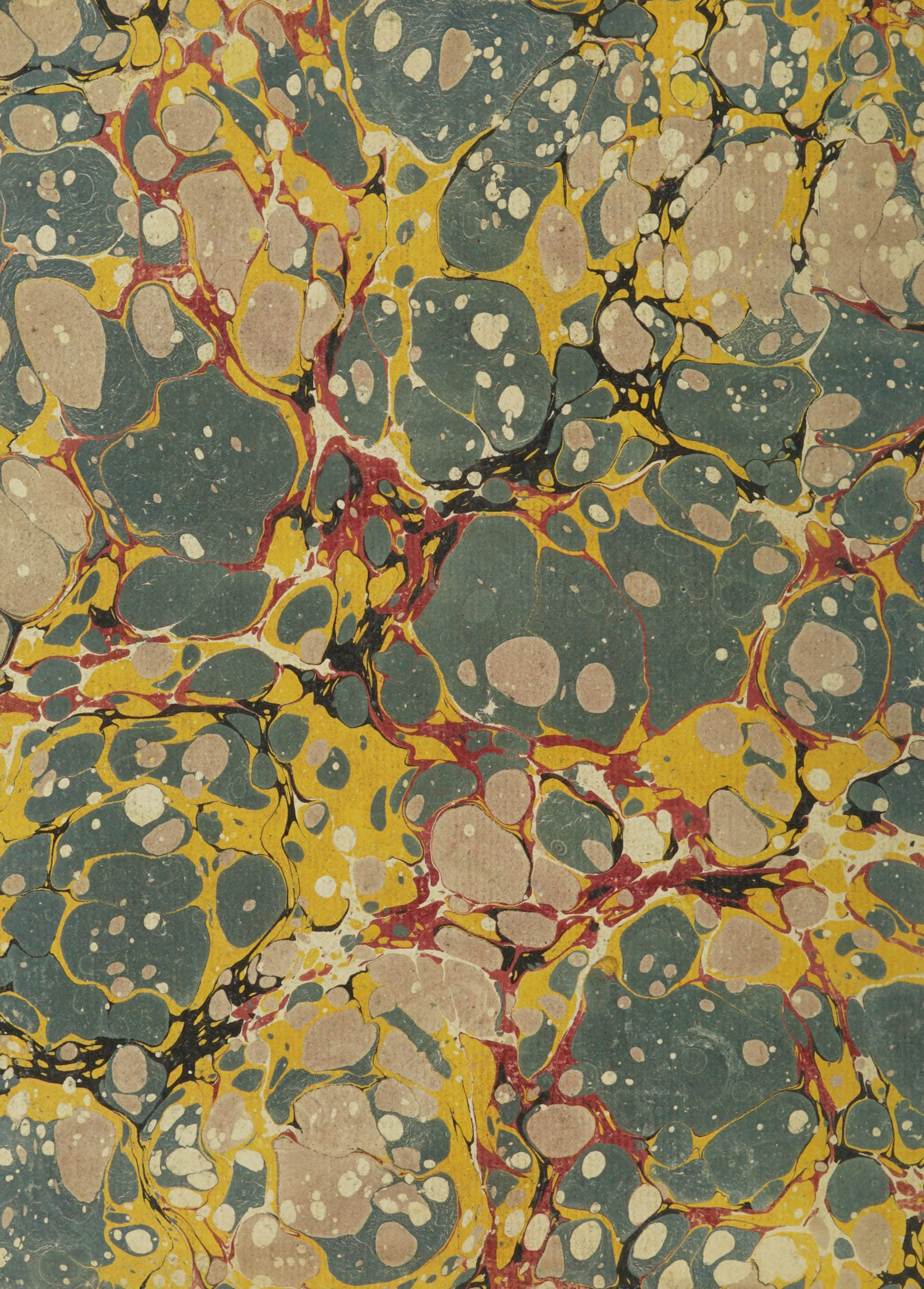

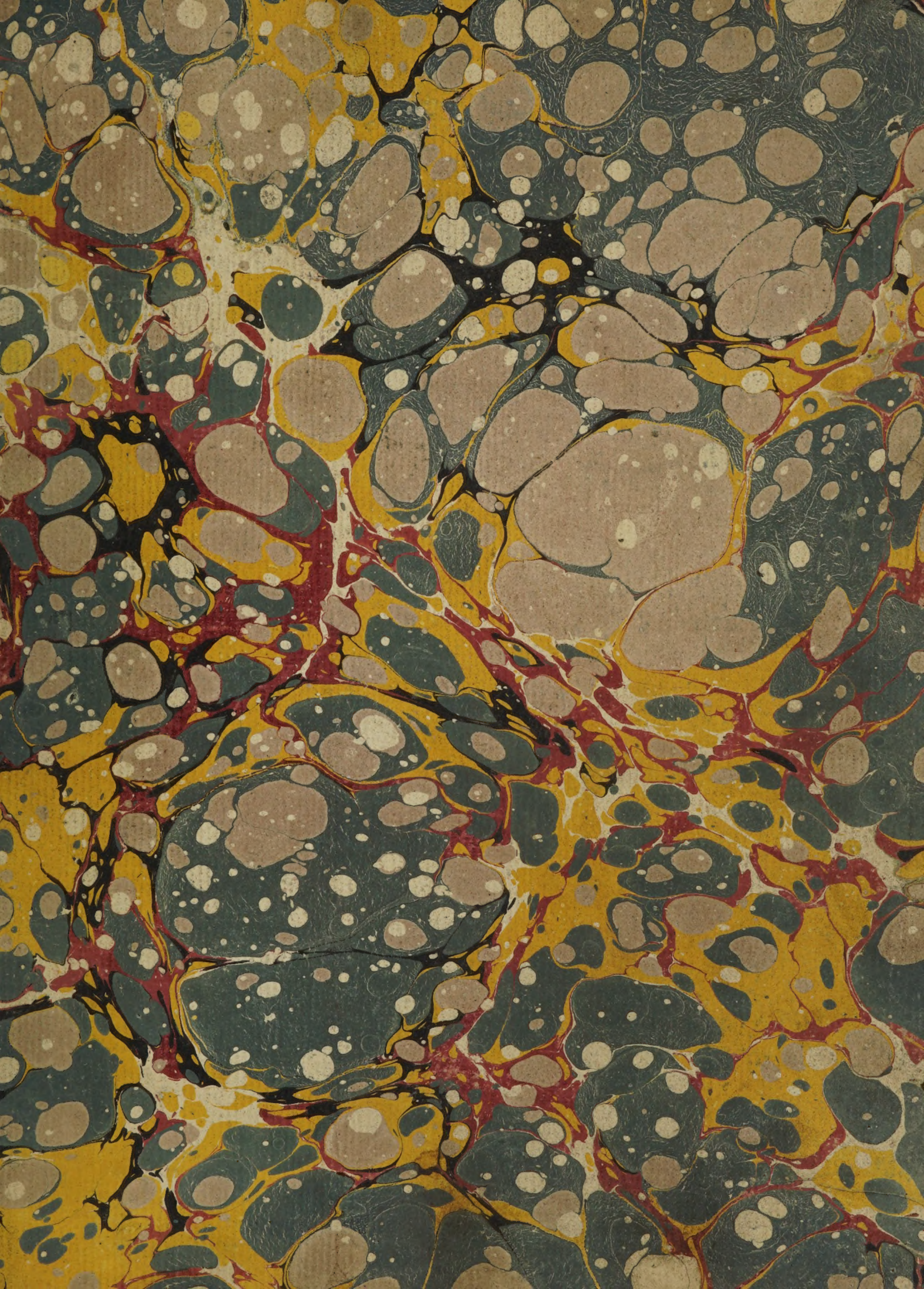

645/C/1.

E. xxii j. 13

~~By-laws~~

=

Greenwich Hospital

JZR 29/2/52

BYE-LAWS, RULES, ORDERS,

AND

DIRECTIONS,

FOR THE BETTER GOVERNMENT OF

HIS MAJESTY'S

ROYAL HOSPITAL

FOR

SEAMEN

AT

GREENWICH,

MADE AND CONFIRMED

At Three GENERAL COURTS of the COMMISSIONERS and GOVERNORS of the ſaid HOSPITAL, held at the ADMIRALTY-OFFICE, on the 16th and 18th of *December*, 1775, and 16th of *February*, 1776.

LONDON:

Printed by T. HARRISON and S. BROOKE, in *Warwick-Lane.*

M.DCC.LXXVI.

WELLCOME
HISTORICAL
MEDICAL
LIBRARY

THE

INDEX.

PART I.

Page

THE *Governor* - - - - - - - - - 1
The Lieutenant-Governor - - - - - - - 3
The Captains - - - - - - - - - - - 5
The Lieutenants - - - - - - - - - - 7
The Boatſwains - - - - - - - - - - 9
The Boatſwains Mates - - - - - - - - - 13

PART II.

The Treaſurer and Receiver-General - - - - - - 15
The Secretary - - - - - - - - - - - 19
The Auditor - - - - - - - - - - - 21
The Chaplains - - - - - - - - - - - 23
The Meſſenger - - - - - - - - - - - 25
The Clerk of the Chapel - - - - - - - - 27
The Yeoman of the Chapel - - - - - - - - 29

PART III.

The Phyſician - - - - - - - - - - - 31
The Surgeon - - - - - - - - - - - 33
The Diſpenſer - - - - - - - - - - - 35
The Diſpenſer's Aſſiſtant - - - - - - - - 39

PART

INDEX.

PART IV.

The Steward - - - - - - - - - - - - 41
The Clerk of the Cheque - - - - - - - - 51
The Maſter Brewer - - - - - - - - - 59
The Matrons - - - - - - - - - - - 63

PART V.

The Cooks - - - - - - - - - - - - 65
The Butler - - - - - - - - - - - 67
The Scullery-man - - - - - - - - - - 69
The Porter - - - - - - - - - - - 71
The Nurſes - - - - - - - - - - - 73

PART VI.

The Surveyor of the Works - - - - - - - - 77
The Clerk of the Works - - - - - - - - 81

PART VII.

General Rules - - - - - - - - - - - 87
Orders for regulating and better governing the Penſioners, &c. - - - - - - - - - - - 93
Forms of Accounts - - - - - - - - - 101

PART VIII.

Orders, &c. *relating to the Boys* - - - - - - 113

PART

PART I.

The GOVERNOR.

ARTICLE I.

THE Governor is to hold a Council once a week, or oftner if he ſhall ſee it neceſſary, for the good government and diſcipline of the Hoſpital.

II.

He is frequently to viſit the wards, and ſee that the Officers do keep good order therein.

III.

He is to receive daily from the Steward, an account of the numbers in diet, and alſo of ſuch as are abſent, or in the Infirmary.

IV.

He is to appoint Boatſwains, and their Mates, having regard in his choice to ſuch as have been Commiſſion or Warrant Officers in the Navy.

The

The LIEUTENANT-GOVERNOR.

ART. I.

THE Lieutenant-Governor is to aſſiſt the Governor, and follow ſuch directions as he ſhall receive from him for the ſervice of the Hoſpital; and, in his abſence, to perform the functions of his office.

II.

He is to be preſent at all ſurveys taken upon the death or removal of any Officer who has been charged with the keeping of ſtores or proviſions belonging to the Hoſpital, and to ſee that the ſaid ſurvey be duly executed.

III.

He is to appoint the number of Officers and Penſioners neceſſary to do the duty of watching, and to ſettle the courſe of their duty.

IV.

When the Phyſician or Surgeon ſhall certify to him, under their hands, the names of ſuch Penſioners, Servants, or Nurſes, as ought to be removed into the infirmary, helpleſs or private wards, he is to give di-

rections accordingly to the Steward and Clerk of the Cheque, and to put them out of the diet of the hall: he is, upon the like notification, to remove them from thence into ſuch wards as the Phyſician or Surgeon ſhall think proper, and to excuſe them from duty, for ſo long time as they ſhall judge adviſable for the recovery of their ſtrength.

The

The CAPTAINS.

ART. I.

THE Captains are to aſſiſt the Governor and Lieutenant-Governor, and to obſerve ſuch directions as they ſhall receive from them, or from their Senior Officer in the Hoſpital, for the ſervice thereof.

II.

They are to keep liſts of the Penſioners, and of their diſpoſition; and frequently to viſit all the wards, and ſee that good order and diſcipline be kept therein.

III.

They are, in their turns, to take care that decency and good order be preſerved among the Penſioners at their meal-times in the dining-halls.

IV.

They are to ſee, that all the rules and orders of the Hoſpital be duly obſerved, and to repreſent all ſuch failures or abuſes as ſhall come to their knowledge, to the Governor, or Lieutenant-Governor, and, if need be, to the Council.

The

The LIEUTENANTS.

ART. I.

THE Lieutenants are to obſerve all ſuch orders as they ſhall receive from their ſuperior or ſenior Officers in the Hoſpital, for the ſervice thereof, and ſee the ſame duly executed.

II.

The wards of the Penſioners are to be diſtributed into diviſions, and each diviſion put under the charge of a Lieutenant, who is to be accountable for the good order thereof, and for the behaviour of the Penſioners belonging to his diviſion.

III.

They are to viſit the wards of their diviſion twice a day, and ſee that the ſaid wards and cabbins be kept conſtantly clean.

IV.

One Lieutenant, at leaſt, is always to be preſent in the dining-halls when the Penſioners are at their meals, and ſo ſee that good order be kept; and they are, by turns, to go with the men to the Chapel.

V. They

V.

They are to ſee, that the Boatſwains and Boatſwains Mates do their duty; and that the rules and orders of the Hoſpital be punctually obſerved in all reſpects; and to repreſent all ſuch failures or abuſes as ſhall come to their knowledge, to the Captain upon duty.

The

The BOATSWAINS.

ART. I.

THE Boatſwains ſhall be lodged in the principal cabbins of the wards which they are aſſigned to; and they are to march before the Penſioners to and from the Chapel.

II.

They are to attend in the dining-halls while the Penſioners are at their meals, and to keep good order amongſt them; and not to ſit down to eat until they have done.

III.

They are to mount the guard as often as it comes to their turn, and ſee that the Penſioners upon guard do the duty required, and that they do no not leave the guard until they are relieved; they are alſo to ſee that the Centinels be duly relieved, and to give them their orders, before they go on duty.

IV.

The Boatſwain of the guard is to viſit, and go through all the wards of the Hoſpital, about mid-

night, and ſee if all the fires and candles are out, and whether all things are ſafe and quiet; and to look into all the cabbins, and ſee which are empty, and take an account of all ſuch, and to carry the ſaid account to the Lieutenant upon duty; as likewiſe the names of all Penſioners who come into the Hoſpital after the ringing of the night-bell, and of ſuch of his guard who ſhall fail in doing their duty.

V.

The Boatſwains are to keep good order in their reſpective wards, and to view the cheſts, bedding, and furniture of the Penſioners once a week, or oftner; they are to ſee that the Penſioners be duly ſhaved, and that they keep themſelves clean, and do not daub or ſpoil their cloathing, or damage the furniture of the Hoſpital; as likewiſe, that they do not ſmoke in the wards, or bring any proviſions there; and they are to ſee that the fires and candles be put out in their wards at nine of the clock at night, between *Michaelmas* and *Lady-day*.

VI.

They are to ſee that all orders, iſſued out by their ſuperior Officers, be punctually obſerved, and to inform

inform the Lieutenant of their diviſion of all things they ſhall obſerve amiſs, and of any accidents that may happen.

Boatswains Mates.

ART. I.

THE Boatſwains Mates are to aſſiſt the Boatſwains in the execution of their duty, and to perform their office in ſubordination to them.

II.

They are to ſummon the Penſioners to come upon guard, and to ſee that the guard-room be kept clean: they are frequently to viſit the Centinels on their poſts, and if they find any of them faulty, to repreſent the ſame to the Boatſwain of the guard. When they watch in the works, they are to patrole within the gates of the ſame, three or four times a night.

PART II.

The TREASURER and RECEIVER-GENERAL.

ARTICLE I.

HE is to collect and receive from time to time all rents and monies, in which the revenue of the Hoſpital conſiſts, or which ſhall be payable for the uſe of the Hoſpital; and to iſſue and pay ſuch ſums, as by warrant or direction from a General Court, he ſhall be authorized to do, for the ſervice of the Hoſpital.

II.

He is to impreſt, from time to time, to the Steward and others, ſuch ſums of money as the Directors ſhall order in writing, for neceſſary diſburſements for the ſervice of the Hoſpital.

III. At

III.

At the firſt meeting of the Directors in every month, he, or his Deputy, is to deliver to them in writing, ſigned by himſelf, or by his Deputy in his abſence, a perfect account (in duplicate) according to the annexed Form (N°) of all monies received and iſſued by him for the ſervice of the Hoſpital in the preceding month; ſpecifying the ſeveral heads of the revenue from whence they were received; the nature of the ſeveral payments, whether towards the diſcharge of any expences for the houſhold, works, or contingencies; or whether otherwiſe paid or impreſted to particular perſons, to whom, and for what purpoſe; and what ſum of money was remaining in his hands at the end of each ſuch month reſpectively. Which accounts are to be, at all times, vouched by the books of the ſaid Treaſurer, as often as either the Board of Directors, or the Commiſſioners and Governors in a General Court, ſhall think fit to call for, and compare the ſame.

IV.

At the end of every year, he is to digeſt his accounts for that year, in a ledger-book fairly written, ſtating all his receipts and payments under their proper

proper heads, and to lay the ſame, ſigned by himſelf, together with the proper vouchers, before the board of Directors, for their examination, previous to their being ſent to the Auditor, to be finally paſſed; and he is to let the Directors have copies of the ſaid accounts, and of all others which he may ſend to the Auditor.

V.

In his abſence, his Deputy or Clerk is to attend all meetings of the General Court and of the Directors, there to give ſatisfaction to, or receive directions from them, in matters relating to his office.

VI.

He, or his Deputy, is to take care that none of the tenants of the eſtates belonging to the Hoſpital, in *Greenwich*, *London*, or elſewhere (where Receivers are not particularly appointed) be ſuffered to continue above half a year in arrear for rent, without acquainting the Board, and ſpecifying the amount of ſuch arrears, and the reaſon thereof, ſo far as the ſame may have come within his knowledge.

VII.

He, or his Deputy, is, at the end of every quarter, to apply to the Pay-maſter of the Navy for an account of the money due to the Hoſpital for the deductions of ſix-pence per man per month from the wages of the ſeamen belonging to His Majeſty's ſhips and veſſels which have been paid within ſuch quarter; and to lay the ſame before the Directors at their next meeting afterwards.

The

The SECRETARY.

ART. I.

THE Secretary, or his Deputy, is to attend at all meetings of the General Court, and of the Directors, and to read all papers neceſſary to be laid before them, and to take minutes of their proceedings; copies of which he is to deliver to all perſons concerned, atteſted under his hand; and,

II.

To take care to have drawn out, and kept together in a book, all contracts made between the Directors and the ſeveral Artificers and Tradeſmen who ſerve the Hoſpital; and to ſend the ſaid contracts to ſuch Officers of the Hoſpital as are concerned in ſeeing them duly performed, that the ſame may be entered and kept together in the books of their reſpective offices alſo.

The AUDITOR.

ART. I.

HE is yearly, or oftner as there ſhall be occaſion, to examine, audit, and paſs the accounts of the Treaſurer and all other Receivers of the rents and revenues of the Hoſpital; who are directed to lay them, with the proper vouchers, before him for that purpoſe.

II.

He is to make out and deliver to the General Court or Board of Directors (when required ſo to do) a particular and exact ſtate of the ſaid accounts; and to report, from time to time, any difficulties which may ariſe in the examining, auditing, and paſſing the ſame.

The CHAPLAINS.

ART. I.

THE two Chaplains are to officiate monthly by turns.

II.

The hours of prayer are to be daily at ten of the clock in the morning, and at four in the afternoon in ſummer, and three in the winter; and a ſermon is to be preached every *Sunday* morning, and the Holy Sacrament adminiſtered at the uſual ſeaſons, not leſs than eight times in each year.

III.

The Chaplains are frequently to viſit the ſick in the Infirmary; to pray with and comfort them; to adminiſter the Holy Sacrament to ſuch as are in danger of dying, and ſhall be devoutly diſpoſed to receive it; and to perform Divine Service (twice a week at leaſt) in the room fitted up for that purpoſe.

IV.

They are frequently to catechize the boys belonging to the Charity, and to inſtruct them in the principles of the religion of the Church of *England*.

V. They

V.

They are to take care of the furniture belonging to the Chapel, and to ſee that the Yeoman keeps the Chapel and Veſtry clean, and in good order.

The

The MESSENGER.

THE Meſſenger is to ſummon the Governors and Commiſſioners to the General Courts, and the Directors to their appointed meetings, and to attend at the door at ſuch meetings; and he is to obſerve all ſuch orders as the Secretary ſhall ſignify to him.

The CLERK of the Chapel.

THE Clerk of the Chapel is to attend the Chaplains daily at the hours of prayer; to ſet the pſalms, &c. he is alſo to aſſiſt at funerals; and, if neceſſary, to teach the Charity Boys to ſing pſalms.

The YEOMAN of the Chapel.

THE Yeoman of the Chapel is to take care to keep the Chapel and pews clean, with the Veſtry, and all the furniture belonging to them.

PART III.

The PHYSICIAN.

ARTICLE I.

NO drugs or medicines are to be ſerved into the Diſpenſary, but upon demand in writing, ſigned by the Phyſician, who is to inſpect the ſame, before they are ſerved in, rejecting ſuch as ſhall be unfit; and to certify the quantity, goodneſs, and reaſonableneſs of the price of ſuch as are received.

II.

He is frequently to inſpect into the well keeping of the drugs, medicines, ſtores, and neceſſaries, to ſee that ſuch of them, as are provided by the Diſpenſer, are good of their ſeveral kinds; and, if ſo, to certify the ſame at the foot of his account of diſ-

diſburſements; or to repreſent what may be amiſs to the Directors.

III.

When he finds it neceſſary for any ſick perſon to be put out of the diet of the Halls, and to be removed into the Infirmary, helpleſs, or private wards, he is to certify the ſame, under his hand, to the Governor or Lieutenant-Governor.

IV.

He is to viſit the ſick as often as occaſion ſhall require, attended by the Diſpenſer.

V.

He is to appoint in writing, ſigned by himſelf, the particular diet for every perſon in the Infirmary, and ſend the ſame to the Steward.

The

The SURGEON.

ART. I.

THE Surgeon is to demand and receive from the Diſpenſer, as there ſhall be occaſion, ſuch external medicines and other neceſſaries as are wanting in the Surgery, and alſo ſuch internal medicines as he ſhall have occaſion to uſe in chirurgical caſes, and to keep the ſame in his cuſtody.

II.

He is to viſit thoſe under his care twice a day, if neceſſary; and, if any accident happen out of the hours of dreſſing, to give his aſſiſtance when called for.

III.

When he finds it neceſſary for any perſon to be put out of the diet of the halls, and to be removed into the Infirmary, helpleſs or private wards, he is to certify the ſame, under his hand, to the Governor or Lieutenant-Governor.

IV.

He is not to order any internal medicines, in medicinal caſes, if the Phyſician be within reach, or any Phyſician to act for him in his neceſſary abſence.

V.

He is once a quarter to make affidavit (according to ſuch form as ſhall be approved by the Board of Directors) that he hath not iſſued out any drugs, medicines, ſtores, or neceſſaries, but for the ſole uſe of ſuch perſons as are maintained upon the foundation of the Hoſpital and of the families of the Officers thereof reſiding upon the ſpot: He is to oblige his Aſſiſtants to make affidavits in like manner; and to lay the ſaid affidavits before the Directors at their next meeting.

The DISPENSER.

ART. I.

THE Diſpenſer is to take charge of the drugs, neceſſaries, and other ſtores committed to his keeping, and to make up and diſpenſe the medicines uſed in the Hoſpital, and to follow all ſuch orders and directions as he ſhall receive from the Phyſician, and alſo ſuch as the Surgeon ſhall give him conformable to his own Inſtructions.

II.

When he receives notice from the Nurſe of the ward of any Penſioner being taken ill, he is immediately to viſit him, and then to inform the Phyſician of the nature of the malady, that he may proceed as the caſe ſhall require.

III.

He is duly to enter into a book, to be kept for that purpoſe, the names of ſuch perſons, as ſhall be received in the Infirmary, helpleſs or private wards, with the times of their admittance and diſcharge.

IV.

He is to attend the Phyſician, when he viſits the ſick in the Infirmary, and carry a book, wherein he is to ſet down in writing the directions of the ſaid Phyſician of what is to be given to them, and to ſerve the ſame out to them at the appointed hours.

V.

He is not to adminiſter or apply any medicine, either internal or external, nor to iſſue out any ſtores or neceſſaries, without an order from the Phyſician or Surgeon.

VI.

He is to keep in ſeparate books, or on files, the preſcriptions or orders of the Phyſician and Surgeon, to be inſpected as ſhall be thought fit.

VII.

He is to take care, that there be a ſufficient quantity of drugs and medicines conſtantly in ſtore for the uſe of the ſick men; and to inform the Phyſician, when any are wanting, that he may give the neceſſary directions therein.

VIII. He

VIII.

He is to give timely notice to the Phyſician, before any drugs or medicines are ſerved in, that he may inſpect and examine the ſame.

IX.

He is to return ſuch glaſſes and pots, as can be ſaved, to the Apothecaries Hall; to ſee that the Company charge themſelves with the value thereof in their next bills, according to the prices paid them by the Hoſpital; and to vouch the ſame on the back of their bills.

X.

He is to give a receipt for all drugs and medicines ſerved into ſtore, to be produced as a voucher to the monthly bills of the Apothecaries Company.

XI.

He is, once a quarter, to make affidavit (according to ſuch form as ſhall be approved by the Board of Directors) that he hath not iſſued out any drugs, medicines, ſtores, or neceſſaries, but for the ſole uſe of ſuch perſons as are maintained upon the Foundation of the Hoſpital, or of the families of the Officers thereof reſiding upon the ſpot, and according to the directions

directions of the Phyſician or Surgeon, except in caſes of neceſſity where ſuch directions could not be had: He is to oblige his Aſſiſtant to make affidavit in like manner; and to deliver ſuch affidavits before the Board of Directors at their next meeting.

XII.

He is, once a month, to lay before the Directors, upon oath, an account of his diſburſements in the ſervice of the Infirmary, vouched under the hand of the Phyſician.

The Dispenser's Assistant.

ART. I.

HE is to pound, levigate, and prepare all ſimple drugs, or medicines.

II.

To compound and make all ſuch compoſitions and forms of medicines, and to keep ſuch quantities of thoſe medicines in readineſs, as ſhall be ordered by the Phyſician.

III.

To keep the glaſſes, gallipots, and all other veſſels and utenſils belonging to the Diſpenſary neat, clean, and properly titled.

IV.

To carry all drugs and medicines, that ſhall be ordered by the Phyſician or Diſpenſer, to the ſeveral Officers in their apartments.

V.

To obey all ſuch orders as he ſhall receive, from time to time, from the Phyſician or Diſpenſer, relating to the buſineſs of the ſick.

PART IV.

The STEWARD.

ARTICLE I.

THE Steward is to keep a book containing the names of all perſons belonging to the Hoſpital, with their entries and diſcharges, and to muſter the Penſioners daily, and to cheque the abſent out of their proviſions.

II.

He is to give timely notice to the Contractors, for their ſerving in the neceſſary quantity of fleſh and other proviſions, according to the muſters; and he is to deliver abſtracts of the rolls of thoſe in diet to the Cook, Butler, and others concerned in ſerving out the proviſions.

III.

He is to have the cuſtody of all proviſions, ſtores, clothing, furniture, and other neceſſaries ſerved in for the uſe of the Hoſpital, and to iſſue them out according to the rules thereof, or as he ſhall be ordered by the Board of Directors; taking care that all the Officers, Under-Officers, &c. who have apartments, and are furniſhed with any moveable goods or furniture belonging to the Hoſpital, do ſign inventories thereof, in a book to be kept for the purpoſe, obliging themſelves, their Executors, &c. to be reſponſible in caſe of loſs; and that the ſaid goods and furniture be marked with the Hoſpital mark before they are iſſued to ſuch Officers, Under-Officers, &c. And he is always to give timely notice to the Clerk of the Cheque, before any goods or proviſions are ſerved in, that he may ſurvey the ſame in conjunction with him, and refuſe ſuch as are faulty, and not agreeable to contract.

IV.

He is to lay before the Directors at their meetings, monthly accounts of proviſions ſerved in, expended, and remaining; the ſame being firſt audited and ſigned by the Clerk of the Cheque.

V. He

V.

He is to demand and receive from the Contractors, at the time that they ſerve in any goods or proviſions, a bill of particulars, and at the end of each calendar month to ſet down the ſaid bills in a book, as alſo his own diſburſements, which he is to deliver, within the ſpace of fourteen days at fartheſt after the end of ſuch month, to the Clerk of the Cheque, with the neceſſary vouchers, to be audited and ſigned by him, and then to preſent the ſame to the Directors, for their examination and allowance. He is alſo to keep a caſh book (in ſuch form as ſhall be preſcribed by the Directors) of all receipts and payments on the Houſehold account, and to lay the ſame properly ballanced, and atteſted by the Clerk of the Cheque, before the Directors at their firſt, or at lateſt at their ſecond, meeting in each month.

VI.

He is to inform himſelf of the market prices of all commodities uſed in the Hoſpital, and, at the end of every quarter, to lay an account thereof, in writing, before the Directors.

VII.

At the end of every year, he is to make up a general account of the expence of the ſaid year under each diſtinct head, as proviſions, and great ſtores of every kind, ſmall ſtores in general, ſalaries, medicines, incident Diſburſements, and the like; and to lay the ſame before the Board of Directors, that they may know the yearly expence of each article.

VIII.

He is, in conjunction with the Clerk of the Cheque, to view the old clothes returned from the Penſioners upon their receiving new, and to cauſe as many of them as are fit, to be converted into every day coats for the boys and helpleſs people, and to diſpoſe of the reſt as he ſhall be ordered by the Directors.

IX.

When any Penſioners die, he is to take their clothes into his keeping, and get the ſame ſcoured, and mended (if needful) for the uſe of thoſe who ſhall be admitted in their room.

X. He

X.

He is, once in every month, to ſend liſts of ſuch Penſioners as have been admitted in that time, to the Governors of the Cheſt at *Chatham*, with the times of their entry, age, and deſcription, to the end that ſuch of them as have penſions from the Cheſt, may be diſcontinued from receiving the ſame any longer.

XI.

He is to demand and receive into his cuſtody, all old linnen, furniture, and utenſils of every kind that are unfit for uſe, upon the delivery out of new, according to the rules of the Hoſpital, and to keep an inventory thereof in a book; and he is not to diſpoſe of the ſame, but according to ſuch orders as he ſhall receive from the Directors, unleſs where it is otherwiſe provided in theſe Inſtructions.

XII.

He is to deliver to the Officers their full yearly allowance of coals at once from the ſhip, and not to advance any coals out of the ſtores to any one, without an order from the Directors.

XIII. He

XIII.

He is to provide the ſick perſons in the Infirmary, with ſuch diet as the Phyſician and Surgeon, in their reſpective departments, ſhall preſcribe in writing; and to ſupply the Diſpenſer with materials for water-gruel, milk, &c. and ſuch like liquid nouriſhment, as the Phyſician ſhall direct; taking the Diſpenſer's receipt: and he is to take care, that the Infirmary be duly provided with coals, candles, ſmallcoal, charcoal, &c. as the Phyſician and Surgeon ſhall demand the ſame.

XIV.

He is likewiſe to provide ſuch truſſes, crutches, and other inſtruments for lame or infirm Penſioners, as the Surgeon ſhall demand in writing, and to iſſue them accordingly; he is alſo to cauſe the ſame to be repaired and mended, when there ſhall be occaſion, and to receive again into his cuſtody, from the Nurſes, ſueh of the ſaid inſtruments as did belong to thoſe who recover or die.

XV.

He is to deliver out ſuch flannel or old linnen, as ſhall be neceſſary, to the Surgeon and Diſpenſer, upon their demanding the ſame in writing, and to take

take their receipts: he is alſo to deliver to the Matrons, upon their application to him for that purpoſe, ſuch old linnen, and alſo ſuch thread, needles, &c. as may be wanting for mending the linnen entruſted to their care.

XVI.

He is to cauſe the bedding or clothes of ſuch as are unclean, to be ſhifted and cleaned, when the Phyſician or Surgeon, in their reſpective departments, ſhall adviſe the ſame.

XVII.

He is to keep ſeparate accounts of the charge of the Infirmary, and to ſet down the ſame under a diſtinct head in his monthly books.

XVIII.

He and the Clerk of the Cheque are to compare their Ledgers together, at the end of every year, and to ſign them reciprocally.

XIX.

He is to attend all meetings of the General Court, and of the Directors, in order to the anſwering ſuch queſtions as may be aſked him, and receiving their directions.

XX. He

XX.

He is to keep an exact account of what neat butter, what tare, and what the ſalt in each caſk weighs; and lay the ſame before the Board, at the end of every quarter.

XXI.

He is to take care that all Penſioners and Nurſes, who ſhall be admitted into the Hoſpital, do, upon their admiſſion, ſign a receipt for their clothes and apparel, and a promiſe not to ſell, pawn, embezzle, damage, or carry away any part of the ſame, upon penalty of making good the full value thereof; a form of which receipt, &c. is to be prefixed to a book to be kept by him for that purpoſe, and to be read to every Penſioner and Nurſe reſpectively, before they ſubſcribe their names thereunto; and, in caſe any of them ſhall deſert, he is to pay ſuch reward (not exceeding twenty ſhillings) as the Council ſhall direct for apprehending them.

XXII.

He is to attend the receipt of all malt and hops ſerved in; and, in conjunction with the Clerk of the Cheque and Maſter Brewer, to ſee that thoſe articles be good and agreeable to contract; and, in ſuch caſe, to certify the ſame on the Contractors bills; to ſee the

ſaid

ſaid articles locked up in the Granary and Store-houſes, and to keep one of the keys belonging thereto himſelf.

XXIII.

He is to be preſent at the delivery of all malt out of the Granary; and to ſee the ſame locked up in the hopper at the Brewhouſe, if not ground directly in his preſence; and, when ground, to ſee the ſame locked up in the maſh-tun till wetted: keeping himſelf one of the keys belonging to each of thoſe places; he is alſo to be preſent at the delivery of all hops out of ſtore, and to ſee the ſame wetted in the copper of wort.

XXIV.

He is frequently to viſit the Brewhouſe (eſpecially on grinding and brewing days) to ſee that the Labourers do not neglect their duty; and that there be no want, or miſuſe, of coals, candles, or other ſtores.

XXV.

He is to take an account of the beer furniſhed to the Officers, in order to their being charged therewith; at the end of every quarter to lay before the Board of Directors an account (examined and certified by the Clerk of the Cheque) of beer and ale brewed, iſſued, and remaining in that quarter, together with

a calculation of the muſters, reduced to the number of men for one day, according to the annexed ſcheme (N° 2), that it may be ſeen how the expence of the beer which the Butler is directed to deliver in quarterly, agrees with the ſaid muſters; and, at the end of each year, to lay before the ſaid Board, (examined and certified in like manner) a ſtate of the whole charge of the brewing, under its different heads; and the price at which the beer comes out per barrel.

The

The CLERK of the CHEQUE.

ART. I.

THE Clerk of the Cheque is to aſſiſt at all ſurveys of goods, proviſions, or ſtores of any kind belonging to the Hoſpital; to keep diſtinct accounts thereof in books provided for that purpoſe; and to charge the reſpective Officers therewith. He is alſo to keep an account of all moveable goods or furniture belonging to the Hoſpital, with which the Officers, Under-Officers, &c. who have apartments may be ſupplied; and to ſee that they do ſign inventories thereof, to be kept in the Steward's office, as directed by the 3d article of the Steward's inſtructions.

II.

He is to be preſent at the ſerving in of all goods, proviſions, or ſtores of any kind, of which the proper Officers are to give him timely notice; and to ſee that they are in all reſpects good, and agreeable to contract; and, in ſuch caſe, to certify the ſame on the Tradeſmen's bills, without which they ſhall not be entered in the books for payment.

III.

He is alſo to be preſent, upon like notice from the reſpective Officers, at the iſſuing of all goods, proviſions, or ſtores; and to note the expence in his books: and he is, at the end of every year (or oftner if required) to ballance in his books the accounts of all ſorts of ſtores and proviſions in the cuſtody of the ſaid Officers; that it may appear to the Board of Directors what has been expended, and what remains.

IV.

He and the Steward are to compare their Leidgers together at the end of every year, and to ſign them reciprocally.

V.

He is to keep an exact account of the entries and diſcharges of all Officers, Penſioners, Servants, and Nurſes belonging to the Houſe. He is to be preſent at the daily muſters made by the Steward; as likewiſe at the pay of the ſubſiſtence money to the Penſioners, and to keep cheque along with him upon ſuch as are abſent; and to certify his monthly account of cheques and mulcts, as well as the ſums paid to thoſe who appear at their muſters.

VI. He

VI.

He is likewiſe to muſter daily the Artificers and Labourers employed on day-work in the Hoſpital, and to keep exact accounts of their attendance, according to the method hereunto annexed, (N° 3.) that he may be able to comptrol the monthly books thereby. And he is to take care, that neither the Artificers nor Labourers ſerving in the works, nor thoſe allowed to do other labour about the Hoſpital, be employed on any private ſervice, or on any other than the publick works thereof.

VII.

He is to muſter the men at Chapel as often as the Governor, (or the Commanding Officer in his abſence) ſhall think neceſſary; and to lay the names of ſuch as are abſent without cauſe before the Council.

VIII.

At the end of every month, he is to demand, and receive, from the Steward and Clerk of the Works, their books of accounts of expence for the ſaid month; and carefully to examine and audit all the bills ſet down therein. He is to ſee that no more ſtores or proviſions be charged than have been actually ſerved in, and that no works of any kind be brought to account

count, but ſuch as have been performed in purſuance of orders from the General Court or Board of Directors, excepting however ſuch repairs as ſhall be done in the extraordinary caſes mentioned in the 3d article of the Clerk of the Works Inſtructions, and ſhall afterwards be allowed of by the ſaid Board; and that the prices of all contract goods be ſet down according to the contracts, and the whole duly vouched; And he is to make out, and keep in his office, copies of the ſaid books.

IX.

And for the better enabling him to judge of the performance of all works brought to account, and to give ſatisfaction to the Board therein, he is to view himſelf, (as often as poſſible) and to be an eye-witneſs of, all works done by Carpenters, Joyners, Smiths, Bricklayers, or any other Artificers or Labourers employed in the works of the Hoſpital; he is to attend at all admeaſurements of works, and to ſee that they have been duly performed, and that they are properly brought to account; and to take care that no days works be allowed or brought to account, but what have come regularly under his inſpection.

X. And

X.

And whereas no Artificer or Tradeſman is to deliver any materials or ſtores uſed in the buildings to any perſon, without an order from the Surveyor or Clerk of the Works in writing, ſetting forth the demand both in quantity and quality, and as nothing of that kind is be entered in the books of Works, but in purſuance of ſuch vouchers; he is to have regard thereto in the examination of the ſaid books.

XI.

In all works or reparations which are perſormed by eſtimate, he is to ſee that the ſaid eſtimate be not exceeded, but to give immediate notice to the Board of Directors when ſuch exceſs begins, that they may give order about it; and he is to enter all ſuch eſtimates in a book to be kept for that purpoſe, according to the annexed form (Nº 5.) with two additional columns, one to ſhew the exceedings, if any, and the other the actual expence; and to have the ſaid book in readineſs to be produced when the books of Works are examined by the ſaid Board.

XII.

He is to receive from the Secretary atteſted copies of all minutes made by the General Court or Board

of

of Directors, which he is to enter in a book to be kept for that purpoſe; he is alſo to receive and enter, in like manner, all contracts which ſhall be ſent to him by the Secretary.

XIII.

He is to attend all meetings of the General Court and of the Directors; in order to the anſwering ſuch queſtions as may be aſked him, and receiving their directions.

XIV.

He is to examine and comptrol the ſeveral caſh accounts of the Hoſpital; reporting his obſervations thereupon to the Board of Directors: and annually to deliver to the Auditor a rental of all the eſtates belonging thereto.

XV.

He is to be preſent at the receipt of all malt and hops, and to ſee the ſame locked up in the Granary and Storehouſes, and to keep one of the keys of thoſe places himſelf; he is alſo to be preſent at the delivery thereof out of the Granary and Storehouſes; to ſee the malt locked up in the hopper or maſh-tun, and the hops wetted as preſcribed by the 22d and 23d articles of the Steward's Inſtructions; to certify the goodneſs of thoſe commodities agreeable to the

firſt

firſt of thoſe articles; and to examine and certify the accounts of beer and ale brewed, iſſued, and remaining, and alſo the annual charge of the brewing, which the Steward, by the 25th article of the ſaid Inſtructions, is directed to lay before the Board of Directors.

The Master Brewer.

ART. I.

HE is conſtantly to reſide at the Brewhouſe, and never to be abſent without leave of the Governor or Commanding Officer.

II.

He is to receive into his charge, in preſence of the Steward and Clerk of the Cheque, all the coppers, brewing-veſſels, and other utenſils belonging to the Brewhouſe, as likewiſe coals, candles, brooms, and other ſtores delivered to him from time to time for the uſe of the ſame; all which he is to take proper care of, and to ſee that they are not improperly uſed; and, if he finds any of them unfit for uſe, deficient in quantity or quality, or not duly and properly delivered, he is to repreſent the ſame to the Board of Directors.

III.

He is to attend the receipt of all malt and hops, and to aſſiſt the Steward and Clerk of the Cheque in examining and judging of the goodneſs thereof; and, if he finds the particulars anſwerable to contract and

the quantity correſponding with the bills of parcels, he is to certify the ſame on the back of the ſaid bills; without which, and a ſimilar certificate from the Steward and Clerk of the Cheque, they ſhall not be entered in the books for payment.

IV.

He is to take care, that the malt and hops be ſecurely lodged in the Granary and Storehouſes appointed for that purpoſe, and to keep one of the keys of thoſe places himſelf, in order that no waſte, embezzlement, or damage may happen to thoſe articles; and to ſee that the whole be duly applied to the ſervice of the Brewhouſe, and managed with frugality and good huſbandry.

V.

He is to take care of ſeaſonable times for brewing, and that the beer be good, ſound, and wholeſome, and of ſuch a ſtandard as ſhall be ſettled and ordered by the Board of Directors; and never to wet either malt or hops but in the preſence of the Steward and Clerk of the Cheque.

VI. He

VI.

He is to be charged with all the beer and ale in the Brewhouſe, and to attend himſelf, or cauſe ſome of his people to attend, at the proper places, and at the hours appointed for the purpoſe, to ſee the ſame iſſued; locking up the cocks afterwards and keeping the keys in his poſſeſſion, in order the better to ſecure the beer and ale from embezzlement; and taking from the Butler a daily receipt for the amount of ſuch iſſues.

VII.

He is, at the end of each month, to deliver to the Steward and Clerk of the Cheque an account of the beer and ale brewed in that month, to be checqued by the accounts taken, from time to time, by them; and alſo an account of what ſhall have been iſſued as well to the Officers, as to the people in the Dining-halls, to be checqued by the Officers demands and Butlers daily receipts; after which the remains at the Brewhouſe are to be examined and compared by the Steward and Clerk of the Cheque, with the remains there ſhould be according to the ſaid monthly accounts; and the difference, if any, (with what

in

in their opinion may have been the cauſe of it) reported to the Board of Directors.

VIII.

He is to keep a particular account, agreeable to the annexed form (N° 4.) of the expence of malt, hops, coals, &c. and of the produce of beer, ale, yeſt, and grains; and at the end of each quarter, to lay the ſame before the Board of Directors, after it ſhall have been ſigned by himſelf and examined and certified by the Steward and Clerk of the Cheque; and to take care that ſuch account be ſo exact as that he may ſafely vouch it upon oath, if required.

IX.

He is to take care that all the caſks uſed for beer be marked (beſides the mark of the Hoſpital) by a ſworn Gauger on the head; ſhewing the contents in gallons, Wincheſter meaſure.

The

The MATRONS.

ART. I.

THE Matrons are to have the Nurſes within their reſpective diviſions under their direction, and to ſee that they perform their duty; for which purpoſe they are to be daily in the wards, and to inſpect into their behavior; and when any of them are ſick, to take care that others do perform their work.

II.

They are to have the care and keeping of the ſheets and pilowbeers of the Penſioners, within their reſpective diviſions, and to deliver the ſame out clean to the Nurſes, taking their receipts; and, at the ſtated times of change, they are to receive back the foul linnen from the Nurſes, giving them receipts in like manner.

III.

They are to deliver the foul linnen, (after being examined, and mended, if neceſſary, by the Nurſes) to the proper perſon to be waſhed; keeping account of the ſorts and quantity; taking a receipt upon the delivery; and giving the like upon the return thereof.

IV. They

IV.

They are to apply to the Steward for ſuch old linnen, thread, needles, &c. as ſhall be neceſſary for mending the linnen, who is directed to ſupply them therewith.

V.

They are to inform him of ſuch linnen as ſhall be loſt by the Nurſes, in order that he may lay the matter before the Council, and receive their directions for deducting the value thereof from their wages; but the Matrons are themſelves to repay the worth of what ſhall be loſt through their own neglect.

VI.

The Matron appointed to the Infirmary is daily to viſit the ſeveral wards thereof, to inſpect the behavior of the Nurſes, and to ſee that the ſick people be duly attended and ſupplied with the diet preſcribed by the Phyſician and Surgeon in their reſpective departments; and ſhe is to take care to have the rooms, bedding, and curtains kept clean and well aired, as often as it can be done, without inconvenience to the ſick.

PART V.

The COOKS.

ARTICLE I.

THE Cooks are to receive the fleſh meat, cut into proper pieces, from the Butcher, or Contractor for Butcher's meat; (the ſame being firſt weighed in the preſence of the Steward) and to dreſs it.

II.

They are to receive weekly from the Steward, ſuch quantities of ſalt, ſpices, and other neceſſaries of the like nature, as ſhall be anſwerable to their occaſions, in proportion to the number of people to be fed.

III.

They are to divide the meſſes equally, and diſh out the meat and broth at the hours appointed, and to ſerve the ſame out at the uſual places.

IV.

They are to keep the Kitchens and Larders clean, and all the utenſils employed therein, and to obſerve good huſbandry in the expence of fire, and wear of the utenſils committed to their cuſtody.

The

The BUTLER.

ART. I.

THE Butler is to have in his cuſtody, the table-linnen, candleſticks, and veſſels uſed for drinking at meals in the Dining-halls, with which he is to ſtand charged by inventory, and to be accountable for any loſs.

II.

He is to clean the drinking veſſels twice a day, and to cauſe them to be ſcoured once a month, according to the contract, or oftner if neceſſary; and he is to deliver the foul linnen to the proper perſon to be waſhed.

III.

He is to demand and receive daily from the Baker, the quantity of bread which the Steward ſhall direct in writing, and to place the ſame upon the tables.

IV.

He is daily, at the hours appointed and uſual places of delivery, to receive from the Brewer or perſon employed by him, the allotted quantity of beer, and ale on feſtival days, for the perſons en-

titled thereto, according to their reſpective allowances; and to ſerve the ſame upon the tables; giving the Brewer each day a receipt for the quantity iſſued, and, at the ſame time, ſending an account thereof to the Steward and Clerk of the Cheque, that they may thereby cheque the Brewer's account.

V.

He is to receive from the Steward, the allowance of butter and cheeſe, and to ſerve the ſame out at proper times; and, once a quarter, to deliver to the Board of Directors, upon oath, the amount of the waſte, which may have ariſen in iſſuing out the ſame.

The

The SCULLERY-MAN.

ART. I.

THE Scullery-man is to have the cuſtody of all the diſhes, plates, and other veſſels uſed in the Dining-halls for meat or broth, with which he is to ſtand charged by inventory, and to be accountable for any loſs.

II.

He is to bring what diſhes ſhall be wanted every day into the Kitchen, and to ſet the plates upon the ſeveral tables, and to carry the diſhes and plates away after every meal.

III.

He is to clean the diſhes and other veſſels daily, and to ſcour them monthly, or oftner if required, according to his contract.

The PORTER.

ART. I.

THE Porter is to ſhut and open the gates at the times appointed, and to carry the keys to the Governor, or Commanding Officer in his abſence; unleſs otherwiſe ordered by them.

II.

He is to keep beggars, vagrants, and children out of the Hoſpital; and not to ſuffer any cattle, horſes, carts, or carriages of any kind, to come in, (but ſuch as are employed in the ſervice of the Hoſpital, or are belonging, or coming, to any of the Officers reſiding therein) without permiſſion firſt obtained from the Governor, or the Commanding Officer in his abſence, for that purpoſe.

III.

He is to ſee that the Houſe Labourers do keep the public ſtair-caſes, courts, and paſſages clean; not to ſuffer any water to be carried out of the Hoſpital without leave of an Officer; and to wind up the clocks daily, or as often as they require it; unleſs the

the laſt mentioned ſervice ſhall be otherwiſe provided for by the Board of Directors.

IV.

He is to attend the Board of Directors at their ſeveral meetings at *Greenwich*; and to ſummon the Officers to Council, and attend them alſo.

V.

He is to be civil and reſpectful to ſtrangers, and to ſhew ſuch parts of the Hoſpital, as are uſually ſhewn, to thoſe who deſire to ſee it; and he is to account once a month, upon oath, for the gifts received from ſtrangers for ſeeing the Hoſpital; the ſame being applied towards the maintenance of the Charity Boys, except ſuch reaſonable allowance for his trouble, as ſhall be thought proper.

VI.

He is to keep the graſs-plots and gravel-walks clean and in good order, and to lay his account of diſburſements therein before the Board of Directors; unleſs they ſhall think fit to employ any other perſon to perform that ſervice.

The

The NURSES.

ART. I.

THE Nurſes are to obſerve and follow all ſuch directions as they ſhall receive from the Matrons in their reſpective diviſions.

II.

They are to take care of the wards allotted to them; to make the beds of ſuch Penſioners as are not able to do it themſelves; to ſweep and clean the rooms; empty, waſh, and ſcour the veſſels; and to air the bedding at the times appointed.

III.

They are to receive from the Matrons the clean ſheets and pillowbeers belonging to the beds of their wards, and to return the foul to them, giving and receiving receipts; and they are to take notice, that if any linnen under their charge is loſt through their neglect, the Steward is to deduct the value out of their wages, (according to ſuch directions as he ſhall receive from the Council) when he makes up the quarterly books.

IV.

They are to mend all the wearing and other linnen uſed in the Houſe, under the Inſpection of the Matrons, and to apply to them when they want any old linnen, thread, needles, &c. to mend the ſame.

V.

When any of the Penſioners belonging to their wards are taken ill, or receive any hurt, they are immediately to acquaint the Diſpenſer, or Surgeon, with it, as the nature of the caſe may require.

VI.

No Nurſes are to be ordered into the Infirmary, but ſuch as ſhall be approved by the Phyſician and Surgeon in their reſpective departments: the ſaid Nurſes are to take charge of the cloathing of the ſick and hurt Penſioners, and to be anſwerable for the ſame to the parties, if they recover, or to the Steward if they die; as alſo for the crutches, truſſes, and ſuch like inſtruments, belonging to the lame or infirm Penſioners, which they are to bring to the Steward, when the party either dies or recovers; and if any Nurſe ſhall accept of any thing by gift or will from any ſick or helpleſs Penſioner under her care, ſhe

ſhe ſhall be expelled, or ſuffer ſuch other puniſhment (conſiſtent with the rules of the Hoſpital) as the Council ſhall think fit.

VII.

They are to prepare and dreſs the water-gruel, milk, and ſuch kind of liquid nouriſhment, in the rooms of the Infirmary, according as the Surgeon or Diſpenſer ſhall direct them, in their different departments.

VIII.

They are to waſh the ſurgery clothes, and to return the ſame clean to the Surgeon.

IX.

Nurſes appointed to the Infirmary, helpleſs or private wards, are to follow ſuch orders as they ſhall receive from the Phyſician, Surgeon, or Diſpenſer; and they are not to be removed from thence without a complaint from the Phyſician or Surgeon, or for tranſgreſſing the rules of the Hoſpital.

PART VI.

The SURVEYOR of the WORKS.

ARTICLE I.

THE Surveyor of the Works is to cauſe fair plans and elevations to be drawn, from time to time, of all buildings propoſed to be taken in hand, and to lay the ſame, ſigned by himſelf, together with an eſtimate of the expence thereof, before the Board of Directors; and not to cauſe any new work to be begun upon without receiving their orders, or the orders of the General Court, as the nature of the caſe may require.

II.

He is not to make any alteration in, or addition to, any building already finiſhed, or ordered to be begun

begun upon, without firſt laying a plan and eſtimate of the expence thereof, ſigned by himſelf, before the Board of Directors, with his reaſons for ſuch alteration or addition; and afterwards receiving their orders, or the orders of a General Court, as before mentioned.

III.

He is to receive from the Clerk of the Works, an account of what repairs, or other neceſſaries, are wanting from time to time for the ſervice of the Hoſpital, with an eſtimate of the expence; and to conſider the ſame, and report to the Board of Directors, what is fit to be done therein; and he is to lay before the Board half-yearly an account of the amount of the ſeveral works and repairs performed at each Officer's apartment, &c.

IV.

He is to give directions, that all the works be performed in a good and ſubſtantial manner, and to give ſtrict orders that no unneceſſary expence be made, by uſing a greater quantity of materials than is needful for the ſervice, and that all convenient diſpatch be made with the works in hand; and if he meets

meets with any neglect or delay, to acquaint the Directors therewith.

V.

He is to examine and enquire, whether the Contractors employed about the buildings and repairs, do deliver their goods, or perform their work agreeable to their contract; and if he finds any neglect, or bad performance, to acquaint the Directors therewith.

VI.

He is, before the end of every quarter, to ſee what works can be regularly brought to account in that quarter, and to give directions for admeaſuring the ſame, that they may be laid before the Directors at their firſt or ſecond meeting after each quarter-day; taking care to attend himſelf at ſuch admeaſurements, and to ſee that the works are properly brought to account.

VII.

All plans, eſtimates, and orders of the General Court or Directors, for any works to be done, are to be ſigned by the Secretary, and then ſent to the Clerk of the Cheque, who, after taking a copy of the ſame, is to deliver the originals to the Clerk of the Works, in order to his ſeeing the ſaid works duly performed.

The

The CLERK of the WORKS.

ART. I.

THE Clerk of the Works, in conjunction with the Clerk of the Cheque (to whom he is to give timely notice) is to inſpect all materials and ſtores brought in for the uſe of the works, and to ſee that they be good and agreeable to contract; to receive into his charge ſuch of them as are for ſtore; and not to iſſue them out without orders from the Board of Directors.

II.

He is, once a quarter, to lay before the Board of Directors the current market-price of all materials and work, which they have agreed for by contract; that they may make ſuch uſe thereof, as ſhall be for the advantage of the Hoſpital.

III.

He is not (under penalty of making the ſame good out of his ſalary) to order any works or repairs of any kind to be done to any lodging, apartment, or other conveniencies in the occupation of any per-

ſon belonging to the Hoſpital, unleſs the party entitled thereto ſhall have previouſly applied in writing to the Board of Directors, ſetting forth the particulars of the things wanted to be done; and, in caſe the ſaid Board ſhall judge their requeſt reaſonable, he is to prepare and deliver to the Surveyor an eſtimate of the expence thereof, under the different heads, according to the annexed ſcheme (N° 5.) and, when ſuch works and repairs ſhall be ordered to be done and the eſtimate ſhall have been entered and returned to him by the Clerk of the Cheque, he is to cauſe the ſame to be entered alſo in a book to be kept for that purpoſe, and to ſhew the ſame to the Artificers and Tradeſmen; letting them know that they will not be allowed any thing beyond the amount thereof; and to take care accordingly that nothing more be brought to account; and to produce the orders for performing the ſaid works or repairs, together with the original eſtimates and the book in which the ſame are entered, as vouchers, when any accounts of works are to be examined by the Board of Directors.

Neither is he to cauſe any other works or repairs to be proceeded upon, but by order of the General Court or Board of Directors; and when he ſhall think

think any ſuch neceſſary to be done, he is to deliver an account thereof, with an eſtimate of the expence, under the different heads as before-mentioned, to the Surveyor, for his previous conſideration and report: and when the ſame ſhall be ordered to be done, and the eſtimate ſhall have been entered by the Clerk of the Cheque, he is to enter the ſame alſo, and to ſhew it to the Artificers and Tradeſmen, &c. as above directed.

In extraordinary caſes, however, ſuch as burſting of pipes, cracks of lead, and other unforeſeen accidents, (by which, if not ſpeedily repaired, the Hoſpital may ſuffer damage) he is immediately to cauſe the neceſſary repairs to be done; giving notice thereof to the Clerk of the Cheque, and laying the particulars thereof before the Board at their next meeting afterwards, together with an account of the expence, or an eſtimate thereof if ſuch account cannot be obtained.

IV.

He is to take care that no repairs or jobs be done upon any building, or houſehold goods whatſoever at the expence of the Hoſpital, that are not the property thereof; and that no alterations be made in the wards or apartments without the orders of the Ge-

neral Court or Board of Directors, as the nature of the caſe may require.

V.

When any eſtimated work is ordered to be done, he is diligently to obſerve the progreſs thereof, and reſtrain the Workmen within due bounds; he is to meaſure the ſaid work from time to time, (if needful) and calculate the expence as it goes along; and, if he finds the charge going to exceed the eſtimate, he is to ſtop the work, and to lay an account thereof before the Directors at their firſt meeting, with the reaſons of the exceſs and what farther expence will be neceſſary to finiſh it.

VI.

When any eſtimated work is finiſhed, he is to lay before the Directors an exact account of the expence of the ſaid work, and the difference between the ſame and the eſtimate.

VII.

He is, in conjunction with the Surveyor and Clerk of the Cheque, to admeaſure, once in every three months, ſo much of the works as come under meaſure, and to bring the ſame to account in the firſt books

books, that the Artificers and Tradeſmen's bills may come the ſooner into courſe of payment.

VIII.

He is to keep ſeparate accounts of the diſtinct parts of every building; and, when any part is finiſhed, to lay a full account of the charge thereof before the Directors.

IX.

He is to enter all bills for ſtores ſerved in, or workmanſhip or labour performed, into monthly books, and to lay the ſame before the Directors (being firſt audited by the Clerk of the Cheque, to whom he is to deliver it for that purpoſe within the ſpace of fourteen days at fartheſt after the end of each month) with the bills and vouchers, and alſo the plans, eſtimates, and orders for proceeding on the ſaid works; and, at the end of every book, he is to ſubſcribe the following certificate, viz.

THESE are to certify, That the workmanſhip charged in this book was performed in workmanlike manner, and the materials delivered and uſed, as is therein mentioned; that the materials were good, and every way fit for the ſervice

vice they have been applied to; and that the rates and prices charged for both, are either according to the contracts ſubſiſting, or (if not in contract) were the reaſonable current prices at the times the particulars were finiſhed. Witneſs my hand this

X.

He is to attend at all meetings of the General Court and Board of Directors, and to lay before them, in writing, ſuch matters as are proper for their knowledge.

The

PART VII.

GENERAL RULES.

ARTICLE I.

IF any Officer, or other, ſhall loſe any of the goods provided for his uſe by the Hoſpital, the Steward is to acquaint the Directors therewith; that they may order the value thereof to be deducted out of his wages.

II.

All Officers, and others, who are provided with moveable goods from the Houſe, ſhall ſign an inventory of the ſame, which is to be kept by the Steward, and a duplicate given to the Clerk of the Cheque.

III. If

III.

If any locks, keys, or other furniture, provided by the Hoſpital, ſhall be damaged, or panes of glaſs wilfully broke by any perſons belonging to the Hoſpital, the damage ſhall be made good at their charge, or the value deducted from their wages.

IV.

No Officer, or other perſon, ſhall diſpoſe of their allowances of coals, or other ſtores, or carry them out of the Hoſpital; but, if any remain at the end of the year, the ſame ſhall be ſaved, and ſo much leſs in proportion ſerved to them the ſucceeding year.

V.

No Officer, or other, ſhall cauſe any alteration to be made in his apartments or lodgings without order of the General Court or Board of Directors; upon penalty of having the ſame re-inſtated at his own expence.

VI.

No Officer, belonging to the Hoſpital, ſhall be in any manner, directly or indirectly, concerned or intereſted in any contracts of the Hoſpital, nor in any benefit

benefit or advantage whatſoever which may ariſe thereby.

VII.

All perſons, who lay out money upon incident charges in the ſervice of the Hoſpital (if they have not a ſettled allowance for it) ſhall make affidavit of the truth of the ſame at the bottom of the account which they deliver thereof to the Board of Directors; without which the ſame ſhall not be allowed.

VIII.

When any Officer, who has the charge of ſtores, proviſions, or any ſort of goods belonging to the Hoſpital, in his cuſtody, ſhall leave his employment, or die, a ſurvey is to be taken, by the Steward and Clerk of the Cheque, in preſence of the Lieutenant-Governor or ſenior Officer, and of the perſon who ſucceeds into that office, of all the goods remaining; and the ſame are to be delivered over to the ſaid ſucceſſor by inventory ſigned by the ſurveying Officers; and the Clerk of the Cheque is to enter the ſame into his books (as alſo all the goods or furniture ſupplied afterwards) as a charge upon the perſon ſo ſucceeding, and to deliver a copy thereof to the Board of Directors.

And if he finds any deficiency in the inventory ſo left, he is to repreſent the ſame to the ſaid Directors; in order to their taking ſuch meaſures, for indemnifying the Hoſpital for the loſs, as ſhall be proper.

IX.

At the end of every year, (if the Board of Directors ſhall think it neceſſary) the Steward and Clerk of the Cheque are to take a general ſurvey of all the furniture and ſtores of every kind belonging to the Hoſpital (except ſuch as are in the Officer's apartments) under the inſpection of the Lieutenant-Governor or Commanding Officer in his abſence, and to ſee how the ſame agrees with the juſt ballance, and report the difference, if any, to the Board of Directors; and, whenever there may be occaſion to take a particular ſurvey upon any proviſions or ſtores of any kind, ſuch proviſions or ſtores, though found unfit for uſe, are not to be thrown away or deſtroyed, unleſs the ſaid Board, to whom a report of the ſtate of them is firſt to be made, ſhall ſo order and direct.

X.

All ſuch Officers of the Houſe as are allowed ſtationary wares, are to make a demand thereof, in writing

ting, to the Board of Directors; and, if allowed, to acknowledge the receipt of ſuch ſtationary wares upon the back of the ſaid demand, as a voucher to the Stationer's bill.

ORDERS *for the regulating and better governing the* PENSIONERS, NURSES, *and* SERVANTS *of His Majeſty's* Royal Hoſpital *for Seamen at* Greenwich.

ART. I.

THE Penſioners ſhall daily be preſent at prayers in the Chapel, at the hours appointed, and ſignified by the bell; none ſhall be excuſed from this duty, but ſuch as have leave to be abſent, or are in the Infirmary, or helpleſs or private wards, or can give a ſatisfactory account for not being able to do ſo; and every other abſentee ſhall forfeit ſix-pence for the firſt default, one ſhilling for the ſecond; and if, after that, found incorrigible, expelled. And, for the better diſcovery of ſuch defaulters, muſters ſhall be made at the Chapel immediately after Divine Service or Sermon, as often as the Governor or Commanding Officer in his abſence, ſhall think proper; and the names of the abſentees are to be laid before the Council of the Hoſpital at their next meeting, for their proceeding thereupon.

II. Whoever

II.

Whoever ſhall be found drunk in the Chapel, ſhall, for the firſt offence, be mulcted one month's money, and ſuffer one month's confinement; for the ſecond offence, that puniſhment ſhall be doubled; and, for the third, ſuch perſon ſhall be expelled the Hoſpital, or receive ſuch other puniſhment as the Council ſhall think fit.

III.

Whoever ſhall be guilty of blaſpheming the name of God, or of unlawful and and raſh oaths, curſings, execrations, drunkenneſs, uncleanneſs, lying, or other ſcandalous actions, in derogation of God's honour, and tending to the corruption of good manners, ſhall be puniſhed by mulct, confinement, ſuſpenſion, or expulſion, as the nature of the caſe ſhall require and the Council ſhall think fit.

IV.

None ſhall preſume to quarrel with his ſuperior Officer, upon pain of ſuch mulct and confinement, as the Council ſhall appoint; nor to ſtrike any ſuch Officer, upon pain of expulſion.

V. None

V.

None ſhall quarrel or fight in the Hoſpital, nor uſe reproachful or provoking ſpeeches tending to make any quarrel or diſturbance; nor be rude or unmannerly to any ſtranger, upon pain of ſuch mulct and confinement or other puniſhment, as the offence ſhall deſerve and the Council think proper.

VI.

No Penſioner, upon guard, ſhall preſume to go off upon any pretence whatſoever, 'till he be regularly relieved; nor ſleep on his poſt, while Centinel, upon pain of ſuch puniſhment, by mulct, confinement, or otherwiſe, as the circumſtances of the caſe ſhall require and the Council judge proper.

VII.

None ſhall abſent themſelves from the Hoſpital without leave, upon pain of ſuch mulct and confinement, or other puniſhment, as the Council ſhall think fit; and, if they do not return within a fortnight after their firſt abſenting, they ſhall then be made run upon the books of the Hoſpital.

VIII. None

VIII.

None ſhall receive any perſon into their cabbins to lie with them, or be there at unſeaſonable hours; nor frequent any houſe of ill repute; nor bring ſcandalous men or women into the Hoſpital; nor keep company with whores, rogues, or perſons reputed to be ſuch; nor converſe with any man or woman who ſhall have been expelled the Hoſpital; nor be longer out of their cabbins at night, than ſhall be allowed by the rules of the Hoſpital; upon pain of ſuch puniſhment, by mulct, confinement, expulſion, or otherwiſe, as the circumſtances of the caſe ſhall require and the Council ſhall adjudge.

IX.

All pilfering, theft, and robbery, ſhall be puniſhed by expulſion, or otherwiſe, as the Council ſhall think fit.

X.

None ſhall ſell, pawn, exchange, or purloin any of their clothes, linnen, or bedding, or thoſe of their fellows, nor any thing belonging to the Hoſpital; nor wilfully damage the ſame, upon pain of ſuch puniſhment, by mulct, confinement, expulſion, or other

other puniſhment, as the nature of the caſe ſhall require, and the Council appoint.

XI.

None ſhall preſume by any means to defile or deface, or wilfully damage any part of the Hoſpital, or any thing belonging thereto; nor eaſe themſelves in any other place or places than thoſe appointed for the ſame; upon pain of ſuch mulct, confinement, or other puniſhment, as the Council ſhall judge proper.

XII.

None ſhall preſume to beg of any perſon, either within or without the Hoſpital, whether under the notion of ſhewing the Hoſpital to ſtrangers or any other pretence whatever; upon pain of being mulcted one ſhilling for the firſt offence; two ſhillings for the ſecond, with confinement at the diſcretion of the Council; and being expelled, or receiving ſuch other puniſhment, for the third, as the Council ſhall think fit.

XIII.

None ſhall preſume to ſmoke tobacco, but in the places allowed for it; nor to carry their drink or any part of their diet into their cabbins; nor to have

any fire or candle a-light after the hour appointed; under penalty of being mulcted ſix-pence for the firſt offence; one ſhilling for the ſecond; and receiving ſuch farther puniſhment for the third, as the Council ſhall think proper.

XIV.

None ſhall preſume to ſell any wine, brandy, or other ſtrong liquors, either within or without the Hoſpital; upon pain of expulſion.

XV.

None ſhall preſume to ſell any part of the beer or of the other proviſions allowed them by the Hoſpital, but to the Steward, or the perſon deputed by him to buy the ſame, for the benefit of the Charity Boys; upon pain of being mulcted one ſhilling for the firſt offence; two ſhillings for the ſecond; and receiving ſuch further puniſhment for the third, as the Council ſhall judge proper.

XVI.

If any Penſioner or Nurſe ſhall marry, after being admitted into the Hoſpital, ſuch Penſioner or Nurſe ſhall immediately be diſcharged from the ſame.

XVII. If

XVII.

If any Penſioner, Nurſe, or Servant find cauſe to complain of the quantity or quality of their proviſions or of the ſtopping thereof, or of their weekly allowance-money or wages; or of any thing elſe allowed them by the eſtabliſhment of the Hoſpital; ſuch Penſioner, Nurſe, or Servant ſhall quietly make the ſame known to the Commanding Officer on the ſpot, who is to lay the matter before the Council, that they may apply a proper remedy thereto without delay: But no Penſioner, Nurſe, or Servant, ſhall, upon ſuch or any other pretence whatſoever, privately or publickly attempt to raiſe any diſturbance in the Hoſpital, or preſume to ſpread or utter any falſe or injurious reports reflecting upon the honour and juſtice of the government of the ſame; upon pain of expulſion, or ſuch other puniſhment as the Council, upon due conſideration of the circumſtances of the caſe, ſhall judge it to deſerve.

XVIII.

Whoſoever ſhall be privy to the commiſſion of any of the aforeſaid crimes or miſdemeanors, and ſhall not, in one day's time after the commiſſion thereof, diſcover the ſame to the Commanding Offi-

cer on the ſpot, ſhall be liable to the ſame puniſh ment as the offender, and undergo the ſame accordingly, or ſuch part thereof, as to the Council, upon examining into the caſe, ſhall ſeem proper.

XIX.

None ſhall preſume to break the confinement impoſed upon them by the Council; upon pain of expulſion, or ſuch other puniſhment as the Council ſhall think fit.

XX.

The Council may order ſuch as are guilty of any miſdemeanors or diſorders, whether the ſame be mentioned in the foregoing articles or not, to wear a yellow coat or ſome other badge or token of their offence, and to do the buſineſs of a Scavenger if there be occaſion; they may likewiſe confine them to a diet of bread and water for ſuch offences, and for ſo long a time as they think fit; during which they ſhall dine at a ſeparate table in the Hall, where they may be beſt ſeen by the other Penſioners.

FORMS of ACCOUNTS

REFERRED TO

In the preceding Part of this Book.

N°. 1.

Greenwich Hoſpital, } An account of money received and iſſued
of 17

A. H. DR.

17		£	s.	d.
	Ballance of laſt Account -	30000	0	0
2d.	Received of the Treaſurer of the Navy, on account of Seamen's Sixpences, - - -	2000	0	0
5th.	—— —— of Meſſrs. *W.* and *S.* on account of the Derwentwater eſtate, - - - -	5000	0	0
		37000	0	0

by *A. H.* esq; Treasurer, between the and

Per Contra, CR.

17

		£	s.	d.
15th.	Paid the amount of six months books of household accounts, works, and contingencies, ending on the of *viz.*			
	Household accounts,	25000	0	0
	Works,	2000	0	0
	Contingencies,	300	0	0
		27300	0	0
	Ballance	9700	0	0
		37000	0	0

State of the Ballance, *viz.*

Impressed to Mr. *A. B.* the Steward, as per last account,	2000	0	0		
——— to D° on the Instant,	1000	0	0		
				3000	0	0
——— Mr. *B. C.* Butcher, on the Instant,				500	0	0
——— Mr. *C. D.* Joiner, on the				100	0	0
——— Mr. *D. E.* Bricklayer, on the				50	0	0
				3650	0	0
Cash in the Treasurer's hands				6050	0	0
				9700	0	0

N° 2.

An account of Beer and Ale for the quarter ending

Beer

DR.

	Barrels.	Gallons.
To remains in the Brewhouſe by the laſt account, - -	496	0
Brewings in this quarter - - - - - - - - - -	2281	0
Savings in ditto, - - - - - - - - - - - -	21	27½
Total	2798	27½

Ale

DR.

To remains by the laſt account - - - - - - - - -	36	0
Brewed in this quarter - - - - - - - - - - -	36	0
Total	72	0

the of 17

Per Contra, Cr.

	Quarts.	Barrels.	Gallons.
By 161760 men muſtered for a day at	2 each - -	2246	24
—— 3558 ſick, at - - - - - - -	1 each - -	24	25½
—— Boys - - - - - - - - - - - - - -		73	14
—— Officers - - - - - - - - - - - -		114	0
	Remains - -	340	0
	Total	2798	27½

Per Contra, Cr.

By allowance to Penſioners on the of (being a feſtival) who are not included in the muſters above-mentioned - - - - - - - - - - - -	28	25
Allowance to the ſick that day - - - - - - - - -	0	8
——————— Boys and their Nurſes - - -	0	19
——————— Officers, Servants, &c. - - - -	0	16
Broke into Beer - - - - - - - -	5	0
Waſte by working - - - - - - -	1	4
Remains - -	36	0
Total	72	0

N° 3.

Form of keeping the Journal of the muſters of the Artificers for the month of

Day men from

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Bricklayers.																			
A. B.																			
C. D.																			

Labourers.																			
E. F.																			
G. H.																			

N. B. *Here is alſo to be ſpecified where the ſaid perſons were employed;*

and Labourers employed on day work in Greenwich Hoſpital, 17

J. T. *Bricklayer.*

20	21	22	23	24	25	26 27	28	29	30	31	*Number of Days employed.*	*Total.*
											13 ½	
											13 ½	27

											13 ½	
											13 ½	27

on what works; the number of days on each; and the materials uſed.

N° 4.

Account of Malt, Hops, Coals, Candles, Mops, Brooms, Bavins, &c. delivered

Time when.	Malt. Qrs.	Hops. lb.	Coals. Buſh.	Candles. lb.	Mops. N°	Birch Brooms. N°	Bavins. N°	Hair Brooms. N°	Ballaſt Baſkets. N°	Pails. N°	Piggins. N°	Duſt Bruſhes. N°	

N. B. *In this account the month and day of the month on which the reſpective*

nd of Beer, Ale, Grains, and Yeaſt produced in Quarter, 17

Time when.	Beer. Barrels.	Ale. Barrels.	Grains. Qrs.	Yeaſt. Gallons.	

articles abovementioned were delivered, &c. are to be ſpecified.

N°. 5.

When ordered.	*Where the Work ordered is to be done.*	*Bricklayer.*	*Carpenter.*	*Mason.*	*Plumber.*	*Smith.*	*Brickmaker.*
17	At the	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s.*
	Governor's apartments - -	2 10 0	1 5 0	0 10 0	- -	0 14 0	-
	Lieutenant-Governor's ditto -	0 15 0	- -	- -	- -	2 10 0	-
	Roof of Queen *Ann*'s building	- -	2 10 0	- -	7 10 0	- -	-
	Queen's ward - - - - -	- -	- -	- -	- -	0 6 0	-
	Royal *Charlotte*'s ward - -	- -	- -	- -	- -	- -	-
	Water-pipes in the Park - -	- -	- -	- -	4 10 0	- -	-
	Footways in Great Square - -	- -	- -	7 18 0	- -	- -	-
	Eaſt Colonnades - - - - -	- -	- -	1 5 0	1 8 0	- -	-

Sandman.		*Limeman.*			*Joiner.*			*Painter.*			*Plaisterer.*			*Glazier.*							Total.		
s.	*d.*	*l.*	*s.*	*d.*	*l.*	*s.*	*d.*	*l.*	*s.*	*d.*	*l.*	*s.*	*d.*	*l.*	*s.*	*d.*					*l.*	*s.*	*d.*
-	-	1	0	3	2	10	0	5	0	0	7	10	0	0	15	0					21	14	3
-	-	-	-		1	5	0	3	0	0	4	10	0	-	-						12	0	0
-	-	-	-		-	-		-	-		-	-		-	-						10	0	0
-	-	-	-		0	15	0	-	-		-	-		-	-						1	1	0
-	-	-	-		2	5	0	-	-		-	-		-	-						2	5	0
-	-	-	-		-	-		-	-		-	-		-	-						4	10	0
-	-	-	-		-	-		-	-		-	-		-	-						7	18	0
-	-	-	-		-	-		-	-		3	10	0	-	-						6	3	0
																					65	11	3

PART VIII.

ORDERS, &c. *relating to the* POOR BOYS *taken, or to be taken, into the* Royal Hoſpital *for* Seamen *at* Greenwich.

ARTICLE I.

THE preſent number of Boys is to conſiſt of one hundred and forty, ſubject to ſuch increaſe or diminution as the Board of Directors ſhall think fit.

II.

No Boys ſhall be admitted to the benefit of this Charity, but the ſons of

Seamen ſlain, drowned, or dead;
Penſioners in the Hoſpital;

Seamen minuted at the Admiralty to be admitted as Penſioners;

Seamen diſabled, paſt their labour, or who are otherwiſe objects of charity;

of which they are to produce proper teſtimonials, to the ſatisfaction of the Board of Directors.

III.

No Boys ſhall be admitted under eleven, or above thirteen years of age; to be proved by certificate of the Miniſter of the pariſh where the Boy was baptized, or by ſuch other reaſonable proof as ſhall be ſatisfactory to the Board of Directors; nor ſhall any be continued in the Hoſpital longer than three years.

IV.

No Boys ſhall be admitted who are in an ill ſtate of health, or blind, crooked, or lame, or under any ſort of incapacity of body or mind to anſwer the end of this Charity; and in order to prevent impoſition herein, the Phyſician and Surgeon ſhall carefully examine them, and certify their condition under their hands.

V.

No Boys ſhall be admitted who cannot read.

VI. The

VI.

The nomination of Poor Boys ſhall be in the Directors, each naming a Boy in his turn, ſubject to the qualifications above-mentioned; certificates of which are to be produced, and the Boy to be ſeen by the Board, at the time of nomination.

VII.

Before any Boy is admitted, the Parents or next Relations ſhall give ſufficient ſecurity to the Board of Directors, that he ſhall be at their diſpoſal; and that they will indemnify the Hoſpital if he ſhould run away with the clothes, inſtruments, or other things belonging to the ſame.

VIII.

If any Boy ſhall get in by falſe teſtimonials, or other indirect means, upon diſcovery thereof, he ſhall be ſtripped of his clothing, and turned out of the Hoſpital, and never be re-admitted.

IX.

A regiſter ſhall be kept by the Steward, and another by the Clerk of the Cheque, of all Boys admitted

mitted upon this foundation, and of the diſpoſal of them, according to the form hereunto annexed.

X.

The allowance of diet to each Boy, for every day in the week, ſhall be as follows, *viz.*

Four ounces of bread, and one ounce of cheeſe to each Boy for breakfaſt; and five ounces of bread, and one ounce of cheeſe for ſupper, every day; and, for dinner on

Sunday, Five ounces of bread, and half a pound of roaſt mutton.

Monday, Five ounces of bread, one ounce of butter, and milk-pottage.

Tueſday, Five ounces of bread, and half a pound of mutton with broth.

Wedneſday, Five ounces of bread, one ounce of butter, and milk-pottage, with ſugar ſufficient.

Thurſday, Five ounces of bread, and half a pound of beef with broth.

Friday,

Friday, Five ounces of bread, one ounce of butter, and peaſe pottage.

Saturday, Five ounces of bread, one ounce of butter, and water-gruel, with ſugar and currants ſufficient.

Beer, a quart every day, *viz.* half a pint at breakfaſt, a pint at dinner, and half a pint at ſupper.

XI.

The clothing of the Boys, as well linen as woollen, ſhall be the ſame in quality with that of the Penſioners; and the Boys be new clothed as often as the Board of Directors ſhall think fit. And each Boy ſhall have an every-day jacket and ſerge waiſtcoat, made out of the Penſioners old clothes, as often as needful; and an Iriſh ram-ſkin pair of breeches once in two years.

XII.

Each Boy ſhall have a clean ſhirt, neck, and pair of hoſe once a week; pillow-caſe once a month; and towel as often as neceſſary.

XIII. The

XIII.

The Boys ſhall lie in hammacoes, and the bedding to each Boy be, *viz.*

One flock bed and pillow,
Two chequered pillow-caſes,
Two blankets,
One rug.

XIV.

The Boys Wards ſhall be ſupplied with mops, bruſhes, brooms, and other ſtores, in the ſame manner as the Penſioners Wards are ſupplied.

XV.

The Boys ſhall eat all together at a table, at ſuch place as ſhall be aſſigned for that purpoſe, which ſhall be furniſhed with clean cloths twice a week, and provided with knives, forks, wooden platters, trenchers and piggins; and pewter ſpoons, ſalts and drinking pots, as there ſhall be occaſion.

XVI.

The Phyſician and Surgeon ſhall take the neceſſary care of the health of the Boys, and of their Guardian and Nurſes; and an exact account ſhall be

be kept of the medicines they are ſupplied with, and the ſame laid before the Board of Directors at the end of every year, atteſted by the Phyſician and Surgeon, with the value, which ſhall be repaid to the Houſe out of the charity-ſtock.

XVII.

An additional Nurſe ſhall be allowed to the Hoſpital for every thirty Boys, to be warranted and appointed by the ſame authority that the other Nurſes are; but the deſignation of the particular Nurſes for the ſervice of the Charity Boys ſhall be in the Governor.

XVIII.

The Nurſes, appointed to the Charity Boys, ſhall have 15*l.* a year each for wages; with a gown, coat, proviſions, bedding, and all other ſtores, together with money for waſhing their linen, in the ſame manner as the Nurſes of the Penſioners.

XIX.

The duty of the ſaid Nurſes ſhall be as follows, *viz.*

1. To take charge and care of, and be accountable for, all the ſtores and furniture, each of her reſpective Ward, or part of a Ward.

2. To

2. To be likewiſe charged with, and accountable for, their reſpective Boys wearing-apparel, both linen and woollen; and to keep their linen and hoſe in conſtant good repair.

3. To comb the Boys heads frequently with ſmall toothed combs, and to keep them clean from all ſorts of vermin; to ſee they comb their own heads with great toothed combs, and waſh their hands and face every morning before they go to School, and their feet every *Saturday* night before they go to bed; and that each put on a clean ſhirt, neck, and pair of hoſe every *Sunday* morning.

4. To make the beds of ſuch Boys as ſhall be unable to do it themſelves; and be careful to obſerve whether any do wet, foul, or otherwiſe damage their bedding, or any thing elſe belonging to them; and, if they do, to acquaint the Steward with it.

5. To acquaint the Phyſician or Diſpenſer when any Boys happen to fall ſick, or have contracted any diſtemper; and the Surgeon, or one of his Aſſiſtants, when any chance to be hurt; and to take proper care of them until they are removed into the Infirmary, according

according to the directions given for that purpoſe by the Phyſician or Surgeon.

6. To be at table with the Boys at meal-times, the ſenior Nurſe at the upper end, and the other at the lower; and to diſtribute to them their proviſions in the eſtabliſhed proportions.

7. To acquaint the Steward, from time to time, when any of the Boys apparel, bedding, or neceſſaries, or the ſtores in their Wards, want to be changed or repaired, and to apply to him as there ſhall be occaſion, for what may be needful to mend their linen and hoſe.

8. To take notice of any of the Boys who ſhall be guilty of lying, curſing, or ſwearing, or any other prophaneneſs, immorality, or ill-behaviour, and to acquaint the Guardian therewith, in order to their being properly corrected for the ſame. And,

Laſtly, To be very ſober and circumſpect in their own behaviour, and not fail of going to Chapel, at leaſt every *Sunday*.

XX.

The Chaplains of the Hoſpital are to cultivate in the Boys the principles of religion and morality, and

give them ſuch inſtructions therein as they think proper; and each of the Boys is to be allowed a bible and common-prayer book bound in one, which he is to be permitted to take with him when bound out.

XXI.

The Clerk of the Chapel, or ſuch other perſon as ſhall be thought more proper, ſhall be appointed to teach the Boys pſalmody, with ſuch ſalary as ſhall from time to time be judged ſufficient; and he ſhall employ the ſpace of two hours in that ſervice every *Wedneſday* and *Friday* evening after ſchool-time, between *Lady-day* and *Michaelmas*, and an hour in thoſe evenings between *Michaelmas* and *Lady-day*; and as much on the evenings of *Sundays* throughout the year; unleſs it ſhall be otherwiſe ordered by the Board of Directors.

XXII.

A diſcreet perſon ſhall be appointed, by the Board of Directors, Guardian of the Boys, with a ſalary of 10 *l. per annum*, whoſe duty ſhall be to take care of them; and to attend them to and from School twice every day, at the ſchool hours, except *Sundays* and *Holidays*; on which days he is to attend them to

and

and from Chapel; and no Boy is to be excuſed from either (except in caſe of ſickneſs) upon any pretence.

XXIII.

The ſaid Guardian ſhall be preſent always in the Hall when the Boys are at dinner, and keep them in good order; and, when they return from School in the evening, ſee that they ſpend a convenient time in their Ward, to perform their taſks againſt next morning.

XXIV.

The ſenior Boy ſhall, in the preſence of the Guardian, and the reſt of the Boys, read the *Leſſons* and *Pſalms of the day*, with a prayer or two, every night before they go to bed; and a ſhort prayer in the morning before they come down; and, on *Sundays* and *Holidays*, the Guardian ſhall take care that ſome of the Boys do, out of church-time, read chapters alternately in the bible.

XXV.

A perſon, properly qualified, ſhall be appointed by the Board of Directors School-maſter to the Boys, with ſuch ſalary as they ſhall judge proper, who is to take care that all the ſaid Boys be kept conſtantly at

School, and to teach them writing, arithmetick, and navigation in the following manner, *viz.*

1. The four firſt fundamental rules in arithmetick, with the rule of three, practice, and the extraction of the ſquare and cube-roots.

2. Plain trigonometry, geometrically, arithmetically and inſtrumentally, in all the various caſes of rectangles and oblique triangles.

3. Plain ſailing; namely, the working of traverſes, and the application of plain triangles to oblique ſailing; and the doctrine of currents, together with ſailing by middle latitude.

4. *Mercator*'s ſailing.

5. The uſual methods for finding the golden number, epact, and moon's age, and time of ſouthing; as alſo the times of high-water at any port.

XXVI.

If any Boy, after ſix months trial, proves incapable of learning, the Maſter ſhall acquaint the Board of Directors with it, that they may diſpoſe of him as they think proper, in order to make room for another.

XXVII. If

XXVII.

If any Boy prove of an untoward, vicious and incorrigible behaviour, the Maſter ſhall acquaint the Board of Directors therewith, in order to the expulſion of ſuch Boy; and no Boy expelled, ſhall ever be re-admitted, but by order of the Board of Directors.

XXVIII.

At the end of each year, the Maſter ſhall bring all the Boys to be viewed by the Directors, at their meeting at *Greenwich*, with ſpecimens of their reſpective performances; and he is to deliver to the Directors a liſt of ſuch of them as ſhall be then fit to be bound out.

XXIX.

No Boy ſhall be bound out to ſerve in any way but that of a Seaman, and none ſhall be ſo bound out but by order and approbation of the Board of Directors, or any two of them who may be neareſt at hand; and every Boy when bound ſhall be enrolled by the Clerk of the cheque in the Lord Mayor's court for the city of *London*.

XXX. In

XXX.

In the putting out of the Boys, regard ſhall be had to bind out ſuch as are beſt qualified, to ſubſtantial Commanders uſing the ſouthern navigation, for the better improvement of their talents, and becoming able Seamen and good artiſts; and to that end the School-maſter is, from time to time, to report to the Board of Directors the names of the Boys who are ſo qualified.

XXXI.

Every Boy, upon being bound out, ſhall be fitted by the Clerk of the cheque, with the clothes and other neceſſaries here-under mentioned; the ſame to be done in ſuch manner, as that the charge thereof may not exceed the ſum of 7*l.* and the Steward ſhall defray that expence out of the charity-ſtock, *viz.*

One ſuit of Yorkſhire drab cloth;
One ſuit of blue cloth, ſame as the Penſioners clothes;
Three cotton chequed ſhirts;
Three ſooſee handkerchiefs;
Two pair of yarn ſtockings;
One pair of worſted ſtockings;

Two

Two pair of ſhoes;
One hat;
One woollen cap;
A ſuit of flock bedding;
A cheſt;

together with the books and inſtruments he made uſe of in the School.

XXXII.

The Steward ſhall provide, from time to time, the proviſions, clothing, ſtores, and other neceſſaries, for the Boys, the Guardian and Nurſes, under the inſpection of the Clerk of the cheque, and according to the orders of the Board of Directors.

XXXIII.

The Steward ſhall pay the Guardian, Nurſes, and all other perſons employed about the Boys, or having any allowances out of their ſtock, their ſalaries, wages, and allowances quarterly; but he is not to pay any other money on account of this charity, but by order of the Board of Directors.

XXXIV. The

XXXIV.

The funds appropriated for the ſupport of this charity, ſhall not be charged with any expence, but what ſhall properly belong to it.

XXXV.

The Steward is to keep a true ſtate of the charity ſtock, by way of debtor and creditor, and to charge therein all receipts and iſſues under proper and diſtinct heads; and he is to lay the ſame, being firſt examined and atteſted by the Clerk of the cheque, with the proper vouchers, before the Board of Directors, at the end of each month or oftner, if they think it neceſſary; and alſo at the beginning of each year a general account of ſuch receipts and payments (examined and atteſted in like manner) for the year preceding, and the overplus money, if there be any, ſhall be laid out in ſuch of the publick funds, and in the name or names of ſuch perſon or perſons, in truſt for the benefit of the ſaid charity, as the ſaid Board ſhall think fit.

XXXVI.

If the Guardian, Nurſes, or Clerk of the Chapel do negligently acquit themſelves of their reſpective duties,

duties, the perſons offending ſhall be liable to ſuch forfeiture of wages, or other puniſhment, as the Board of Directors ſhall think proper.

XXXVII.

No Boy ſhall be ſuffered to go without the Gates of the Hoſpital, (except to School, or to their uſual play-places with the Guardian) without leave, by ticket, from the Governor, Lieutenant-Governor, or the Commanding Officer; which ticket ſuch Boy is to ſhew to his Guardian, or to any body that ſhall aſk him for it.

XXXVIII.

No Officer, or other perſon belonging to the Hoſpital, ſhall employ any of the Boys in going on errands, or upon any other buſineſs whatſoever.

XXXIX.

The School-maſter ſhall be made acquainted, from time to time, by the Guardian, with ſuch faults and miſdemeanors, as any of the Boys may have been guilty of, who ſhall either admoniſh or puniſh them, according to the nature or degree of the fault.

N°	Time of Admiſſion.			Quality of the Father.	Names of the Boys.	Age. Years.	Time of binding out, diſcharge, running away, or expulſion.			Number of Years bound for.
	Month.	*Day.*	*Year.*				*Month.*	*Day.*	*Year.*	

To whom bound.	Of what Ship Commander.	Burthen.	Of what Place.	What Trade he uſes.